

TAKE ACTION

- Parents and young people can ask for a copy of their own records – do this by making a subject access request.
- Ask schools to improve their 'home-school agreements' that you are not comfortable with especially if they do not give you all of the details about what "I agree my Internet use will be monitored" really means. Ask for more information. Filtering and monitoring are often talked about together as a package, but they do different things. Blocking unsafe or undesirable content to see in schools, and creating profiles about behaviour, need not be done together. Schools should explain which providers they use, what data is created, seen by whom and how it is stored and shared.
- Start a positive discussion at school about transparency and openness. Schools could publish transparency figures and report statistics– ask your child's school to publish what the behavioural monitoring records are showing at high aggregated levels.

USE THIS TEMPLATE



School address

[your contact details]

Dear [insert school responsible owner],

Subject access request

I am writing to you as parent/guardian with responsibility for

[insert child's name], at [insert school name],

Please supply the personal data you hold about my child / me, which I am entitled to receive under data protection law, held in:

[Give specific details of where to search for the personal data you want, for example:

- my child's educational record;
- any records made with reference to my child and the Prevent Programme
- the CCTV camera situated at ('location E') on 23 May 2017 between 11am and 5pm; and
- data including any inferences and labels recorded via the school Internet Monitoring system

If you need any more information, please let me know as soon as possible. [If relevant, state whether you would prefer to receive the data in a particular electronic format, or printed out]. Data protection law requires you to respond to a request for personal data within one calendar month. If you do not normally deal with these requests, please pass this letter to your data protection officer or relevant staff member.

If you need advice on dealing with this request, the Information Commissioner's Office can assist you. Its website is ico.org.uk, or it can be contacted on 0303 123 1113.

Thank you.
Sincerely,
[Signature]

